# WELCOME TO CalJOBS JOB SCOUT GO AHEAD AND LOG-ON!!

This tutorial is provided to help job seekers use JOB SCOUT

A current registration and active resume are required to use the Job Scout feature.

LOG ON to go to the Job Seekers Services Menu page.



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Step 1: Click < Job Scout> to access the Job Scout Menu page.

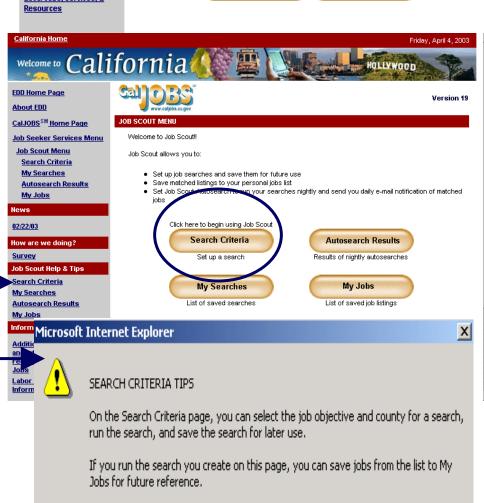
#### Step 2:

At the Job Scout Menu page:
Click **Search Criteria**>.

If you select Search Criteria from the Job Scout Help & Tips on the menu bar, this type of pop-up appears.

Search Criteria Search Res My Searches My Search Res My Jobs Inform Micro Additir and Micro Additire and My Jobs Inform My Jobs

To get additional help and tips, click on the remaining three links.



OK.

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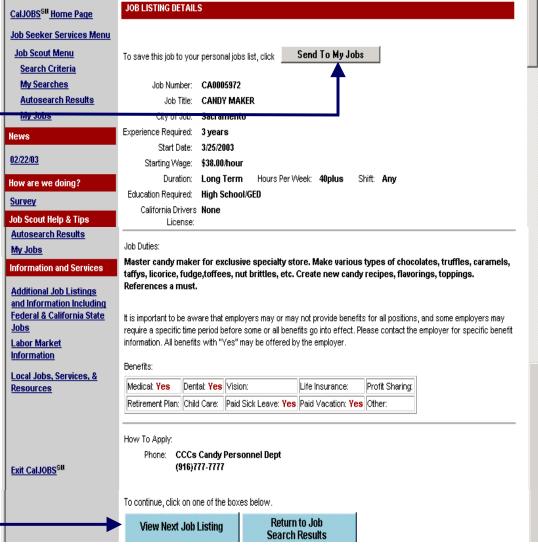
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## At the Job Listing Details page

Step 3: Click <Send to
My Jobs> to
save your job
choices.



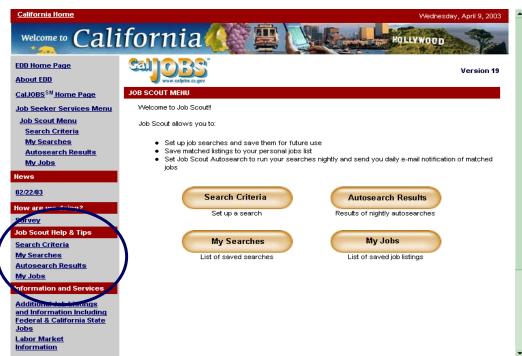
From this page you can:

<View Next Job Listing>

Or

<Return to Job Search
Results>.

Don't forget that "Job Scout Help & Tips" are always available on side menu bar.



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#### MY JOBS PAGE

This page shows jobs saved by date entered.

The status column shows whether a job is open or closed. Multiple jobs can be deleted on this page.

(After applying for a job, and following up, or if you find out it is closed, delete it).

Step 1: Check the "Delete Job" box next to the job titles.

Step 2: Click < Delete From My Jobs>.



## TO SAVE THE SEARCH

A search can be saved on the SEARCH CRITERIA or SEARCH RESULTS page.

Step 1: Name the search as you choose for each objective. (Suggestion: use job title and county or

abbreviations).

Step 2: Click <Save Search>.



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# TO VIEW SAVED SEARCHES

Click < My Searches > link.

The MY SEARCHES page shows two saved
Searches: Cook Jobs-Sacto Co. and Candy-Sacto Co.

## TO SET AUTO SEARCH

**Step 1:** Check the "Autosearch On" box to activate.

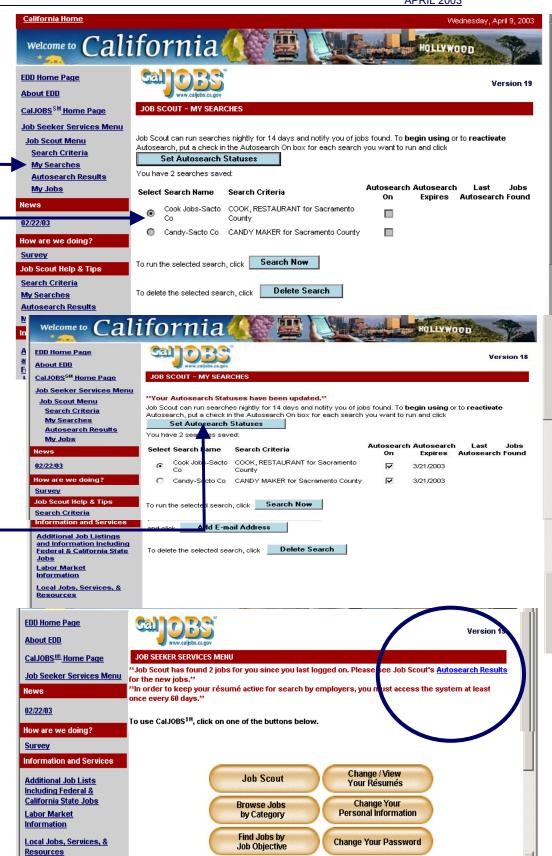
Step 2: Click <Set Autosearch Statuses>.

#### Step 3:

Click < Add E-mail
Address > If you have
a personal e-mail
address, and wish to
be notified about auto
search results.

## AUTO SEARCH RESULTS:

When jobs matching your objectives are found by Job Scout, a reminder message to check <u>Autosearch</u> Results displays at the Job Seeker Services Menu page.



If you need additional help: Call 1-800-758-0398 or see a Customer Service Representative in your local EDD Job Service Office or One-Stop Career Center

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